Henault

Your Seattle City Light

Memorandum

77
140.6
747

DATE : September 21, 1978

TO : Operations Division, Attention: Bob Eaton

FROM : Becky Wiess

SUBJECT : Procedures for identification, cleanup and disposal of PCB's

We have reviewed the subject procedures (rough draft No. 3) and offer the following comments:

1. RECORDING. Second sentence should read "This Record Card will give the City Light identification number.... date shipped; shipping method and all other information contained in the attached sample Record Card." The "etc." seems a little vague. Also, the last sentence, first page, states that the card "will be maintained until final disposal..." Maintained by whom?

   In the last paragraph, last sentence, under RECORDING, Page 2, change "outside a contained space" to "within a contained space at City Light facilities."

The remainder of the procedures appears quite adequate. We're sorry these comments arrive so late, but your draft was prematurely filed by mistake. If you have any questions, please contact Bill Riley at Ext. 3568.

RW:LL

cc: Vickery
Recchi
Lane
Henault (3)
Wiess
Riley
File

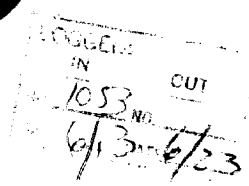
525-L (10-76)

CTY0069492

SEA315905

Your Seattle City Light

Memorandum



DATE : June 12, 1978

TO : Pete Henault

FROM : I. C. Holbrook

SUBJECT : Polychlorinated Biphenyls (PCB)
Identification and Disposal

Please review the attached Rough Draft of the proposed instruction to the Generation Division and the Station Construction and Maintenance Division for the identification and disposal of all equipment that contains PCB.

Any comments or suggested changes will be appreciated. Also any statement or section in conflict with your operation should be noted.

Please reply by June 21, 1978.

RBE:jh

Attached: Proposed PCB Identification
and Disposal Procedures
PCB Equipment Record Card
Page 7163 - Federal Register

cc:

J. P. Recchi	J. H. Wheelock
I. C. Holbrook	T. N. Bucknell
Bob Youngs	R. J. Stretch
George Thompson	K. H. Hunich
Pete Henault	G. Jerochim
Paul Jones	B. Cohn
R. Naud	R. B. Eaton
G. W. Sleater	File

525-L (10-76)

CTY0069493

SEA315906

ROUGH DRAFT

Polychlorinated Biphenyls (PCB)

Identification and Disposal

All transformers and capacitors containing polychlorinated biphenyls insulating fluid, commonly known as "PCB" must be identified by December 31, 1978 with labels approved by the Environmental Protection Agency.

In compliance with this regulation, the Generation Division and the Station Construction and Maintenance Division will identify all equipment under their jurisdiction that contains any PCB's by the following methods.

1. Recording

   A log will be maintained for each location by a PCB Equipment Record Card, where there is equipment containing PCB. This Record Card will give the City identification number, if any, or Stock No.; type of equipment; total weight of PCB in kilograms and pounds; combined weight of unit and PCB in kilograms and pounds; date installed; date removed; storage location; shipped to for disposal; date shipped; shipping method, etc. This record is to be maintained for at least five (5) years after removal for disposal. Duplicate records are to be maintained on this equipment; One at the facility or field office having service control of equipment containing PCB, and a complete file of all equipment in the system that contains PCB will be maintained in the office of the Manager of Substations.

   When equipment is sent to Warehouse salvage, the record card will also be sent to salvage. When the equipment is disposed of, Warehouse personnel will fill in the Disposal Data, then send the card to the Manager of Electric Stations for the historical file.

1. Recording (Cont.)

It will be the responsibility of the Supervisor of each facility to notify the Manager of Substations immediately of any damage to and/or movement of equipment containing PCB.

This record will be established by July 1, 1978 or as soon after as possible but not later than December 31, 1978. A copy will be sent to the Manager of Substations.

On July 1 of each calendar year, an annual report covering the previous year will be prepared giving the installation, removal, and disposition of any equipment containing PCB, complete with all identifying data. This report is to be forwarded to the Manager of Substations by July 10 of each calendar year.

2. Identification

All equipment containing PCB will be identified by affixing the approved label. This label is to last the life of the equipment including time in disposal storage pending final disposition. Any label becoming illegible will be replaced.

A facsimile of this label is shown as Figure 1, page 7163, Annex V, No. 761.44, Rules and Regulation, Federal Register, Volume 43, No. 34, dated Friday, February 17, 1978 (copy of page attached).

When equipment is removed for disposal, an additional label will be placed adjacent to the label shown as Figure 1. This second label is shown as Figure 2 on the above page of the Federal Register.

Both of these labels are to remain on the equipment throughout the disposal storage period.

2. Transformer Identification

Figure 1 label is to be placed on all transformers including station service transformers in Unit Substations, adjacent to the nameplate or as close to as possible and be readily visible at all times.

Capacitor Identification

Figure 1 label is to be placed on all four sides of a capacitor rack having any capacitor units containing PCB installed on the rack. This label is to be visible from outside the capacitor safety fence. On installations similar to the Union Substation capacitor enclosures, a label will be placed on the entrance door in addition to those on the rack. When any capacitor unit, whether damaged or in good condition, is removed from the rack, a PCB label (Figure 1) is to be placed on the unit immediately. If it is damaged and to be disposed of, label Figure 2 will also be placed on the unit.

The Figure 1 label will remain on any good capacitor unit when it is re-installed.

All capacitor units in replacement stock in the station or warehouses will have the PCB label (Figure 1) placed on them by July 1, 1978.

These PCB labels (Figure 1), once installed, will remain on the capacitor unit throughout its life.

Special Note

All capacitor units that do not contain PCB will be identified by a statement "CONTAINS NO PCB". These non-PCB units may be installed on a rack with PCB filled units, but the label (Figure 1) on the rack cannot be removed until all units containing PCB have been changed out.

3. Disposal

All equipment removed from service that contains or did contain any amount of PCB must be identified by affixing PCB labels Figure 1 and Figure 2. This equipment may then be sent to the South Service Center Warehouse for temporary storage disposal by the Salvage Section. Temporary storage will be limited to 30 days.

Any equipment that is leaking must be placed in a suitable leak-proof container or heavy plastic to prevent further spilling. The outside of this packaging must be labeled as containing PCB, Figures 1 & 2. When equipment containing PCB is sent to the Warehouse Salvage section for disposal, the record cards for that equipment are also to be sent to salvage. Warehouse personnel will complete the Disposal Data section of the card and send it to the Manager of Substations. This card will then be filed for the minimum five years as required by the Environmental Protection Agency.

4. PCB Spill Cleanup

All materials including solvents used to clean up a PCB spill must be disposed of as containing PCB. Dirt, rocks, wood, etc. contaminated by PCB will be removed and placed in suitable leak-proof containers for disposal. Tools used to clean up PCB may be washed with solvents, wiped clean and stored with PCB cleanup supplies for future use. All pumps must be thoroughly flushed with solvent, tagged - "used with PCB" and stored for future use with PCB. It is not recommended that these tools and pumps be used for other work except in emergencies. All containers used for removal of contaminated materials including

4. PCB Spill Cleanup (Cont.)

solvent, rags, etc. used for tool cleaning is to be identified on the outside as containing PCB by affixing both labels, Figures 1 & 2. These containers are then to be sent to the PCB disposal storage site immediately. (See Annex IV of attached Federal Registration, page 7163.)

No PCB contaminated container or bag is to be returned to the Equipment Cleanup Storage for reuse on future PCB or any other liquid spills.

RBE:jh

Henault

Your Seattle City Light

Memorandum

DATE : August 24, 1978

TO : All Directors

FROM : Gordon Vickery (Sgd.) Gordon Vickery

SUBJECT : Procedure for Identification, Cleanup and Disposal of Polychlorinated Biphenyls (PCB)

The Operations Division has developed the attached procedure for the Identification, Cleanup and Disposal of Polychlorinated Biphenyls, commonly known as PCB. This is in compliance with the Environmental Protection Agency's instructions in Volume 43, Number 34 of the Federal Register dated February 17, 1978. The instructions prescribe the disposal and marking requirements for equipment containing PCBs.

Please review these procedures and their effect on your division. Comments and/or suggested changes should be directed to the Operations Division, attention Bob Eaton, by August 31, 1978.

Trial implementation of these procedures will be September 5, 1978, through November 10, 1978. PCB identification labels, history cards, and damage claim forms will be distributed by the Operations Division at that time. Comments on the problems that may arise during the trial period will be received up to November 15, 1978. Final procedures will be issued November 27, 1978. with the Department in full compliance with the EPA regulations on procedures and labeling by December 31, 1978.

During the trial implementation, Distribution and Operations Divisions will identify all equipment in the field, containing PCB, under their jurisdiction. Materials Management Division will identify all warehouse stock that contains PCB, develop and maintain records, and organize shipment of PCB contaminated equipment and materials sent to the Salvage Section for disposal.

On December 15, 1978, the Operations Division will submit a report evaluating the Department's complaince with EPA's instructions.

RBE:mbm

Attachment: Draft # 3, PCB Identification, Cleanup and Disposal

cc: Vickery
Recchi
Eaton
Lane
File

525-I (10-76)

CTY0069499

SEA315912

ROUGH DRAFT NO. 3

Polychlorinated Biphenyls (PCB)

Identification, Cleanup and Disposal

All transformers and capacitors containing polychlorinated biphenyls insulating fluid, commonly known as "PCB" must be identified by December 31, 1978 with labels approved by the Environmental Protection Agency.

In compliance with this regulation, all Divisions having equipment under their jurisdiction that contains any PCB's will identify and control movement of this equipment by the following methods.

1. RECORDING

A log will be maintained for each location by a PCB Equipment Record Card, where there is equipment containing PCB. This Record Card will give the City light identification number, if any, or Stock No.; type of equipment; total weight of PCB in kilograms and pounds (.4536 Kg. = 1 lb.); combined weight of unit and PCB in kilograms and pounds; date installed; date removed; storage location; location shipped to for disposal; date shipped; shipping method, etc. This record is to be maintained for at least five (5) years after removal for disposal. Duplicate records are to be maintained on this equipment. One at the facility or field office having service control of equipment containing PCB, and a complete file of all equipment in the system that contains PCB will be maintained in the office of the Manager of Station Construction & Maintenance. When any equipment containing PCB is removed from service and is to be reinstalled, the equipment will be identified as containing PCB and a complete record card made out. This card will be maintained until final disposal of the unit.

1. RECORDING (Cont.)

When equipment is sent to Warehouse salvage, the record card will also be sent to salvage. When the equipment is disposed of, Warehouse personnel will fill in the Disposal Data, then send the card to the Manager of Station Construction & Maintenance for the historical file.

This record will be established by July 1, 1978 or as soon after as possible but not later than December 31, 1978. A copy will be sent to the Manager of Station Construction & Maintenance.

On July 1 of each calendar year, an annual report covering the previous year will be prepared by the Supervisor of each facility giving the installation, removal, and disposition of any equipment containing PCB, complete with all identifying data. This report is to be forwarded to the Manager of Station Construction & Maintenance by July 10 of each calendar year.

It will be the responsibility of the Supervisor of each facility to notify the Manager of Station Construction & Maintenance immediately of any damage to and/or movement of equipment containing PCB. The Manager of Station Construction & Maintenance will notify the Environmental Affairs office within three working days of any damage to equipment which results in the release of PCB's outside a contained space and immediately (during working hours) of any release of PCB's outside City Light facilities.

2. IDENTIFICATION

All equipment containing PCB will be identified by affixing the approved label. This label is to last the life of the equipment including time in disposal storage pending final disposition. Any label becoming illegible will be replaced.

2. IDENTIFICATION (Cont.)

A facsimile of this label is shown as Figure 1, page 7163, Annex V, No. 761.44, Rules and Regulations, Federal Register, Volume 43, No. 34, dated Friday, February 17, 1978 (copy of page attached).

When equipment is removed for disposal, an additional label will be placed adjacent to the label shown as Figure 1. This second label is shown as Figure 2 on the above page of the Federal Register.

Both of these lables are to remain on the equipment throughout the disposal storage period.

Transformer Identification

Figure 1 label is to be placed on all transformers containing PCB including station service transformers in Unit Substations, adjacent to the nameplate or as close to as possible and be readily visible at all times.

Capacitor Identification

Figure 1 label is to be placed on all four sides of a capacitor rack having any capacitor units containing PCB installed on the rack. This label is to be visible from outside the capacitor safety fence. On installations similar to the Union Substation capacitor enclosures, a label will be placed on the entrance door in addition to those on the rack. When any capacitor unit, whether damaged or in good condition, is removed from the rack, a PCB label (Figure 1) is to be placed on the unit immediately. If it is damaged and to be disposed of, label Figure 2 will also be placed on the unit.

The Figure 1 label will remain on any good capacitor unit when it is reinstalled.

2. IDENTIFICATION (Cont.)

Capacitor Identification (Cont.)

All capacitor units in replacement stock in the station or warehouses will have the PCB label (Figure 1) placed on them by July 1, 1978. These PCB labels (Figure 1), once installed, will remain on the capacitor unit throughout its life.

Pole Top Capacitor Identification

To properly identify pole top capacitors as containing PCB, a fiberglass label, 6" x 6", reading as shown in Figure 1, will be nailed to each pole that has a capacitor containing PCB mounted on it. This label is to be placed approximately 8' up on the pole. When the capacitor is removed, both adhesive type labels are to be attached to the capacitor and rack and the unit sent to the warehouse for disposal. The label is then to be removed from the pole. The fiberglass labels are carried under Warehouse Stock Number 765202.

Note: Pole top capacitors that do not contain PCB are painted GREEN for identification.

Warehouse Stock

It will be the responsibility of the Material Management Division to properly identify by affixing the appropriate labels to all equipment and material under their control that contains any PCB.

Special Note

All capacitor units that do not contain PCB will be identified by a statement "CONTAINS NO PCB" or painted GREEN. These non-PCB units may be installed on a rack with PCB filled units, but the label (Figure 1) on the rack cannot be removed until all units containing PCB have been changed out.

2. IDENTIFICATION (Cont.)

Relay & Communications Equipment

This equipment is exempt from identification of PCB as outlined in this procedure.

Miscellaneous Items

Small capacitors in home appliances, motor, and fluorescent ballasts may be disposed of as municipal solid waste.

Because small PCB capacitors are no longer subject to special disposal requirements, there is no need to include special provisions for disposal of equipment containing them, while transformers, large PCB capacitors, and other PCB articles must be removed from the equipment and disposed of separately in any case (Change No. 761.10 (b) (3)).

3. DISPOSAL

All equipment removed from service that contains or did contain any amount of PCB must be identified by affixing PCB labels Figure 1 and Figure 2. This equipment may then be sent to the South Service Center Warehouse for temporary storage until disposed of by the Salvage Section.

Any equipment that is leaking must be placed in a suitable leak-proof container or heavy plastic to prevent further spilling. The outside of this packaging must be labeled as containing PCB, Figures 1 & 2. When equipment containing PCB is sent to the Warehouse Salvage section for disposal, the record cards for that equipment are also to be sent to salvage. Warehouse personnel will complete the Disposal Data section of the card and send it to the Manager of Substations. This card will then be filed for the minimum five years as required by the Environmental Protection Agency.

4. PCB SPILL CLEANUP

A. Work to be done by Line Crew

All steel structures, wood racks, poles (all types), etc. in the Distribution system that are above five (5) feet in height are to be washed down with solvent. Also wash down all equipment on these structures that may be contaminated by the PCB spill and are not being removed. Use caution with the solvent to prevent further contamination of equipment, vehicle, etc. in the spill area. This work will be done as soon as possible after being notified of the PCB spill.

B. Work to be done by Stations Electrical Constructors

All steel structures, wood racks, poles (all types), etc. that are located inside substation fences are to be washed down with solvent. Also wash down equipment on these structures that may be contaminated by the PCB spill and are not being removed. Use caution with the solvent to prevent further contaminaion of equipment, vehicle, etc. in the spill area. This work will be done as soon as possible after being notified of the PCB spill.

C. Work to be done by Stations Landscape and Building Maintenance Crew

All types of structures, buildings, private vehicles, etc. that may be contaminated are to be washed down with solvent. Use caution with solvent (kerosene only) on private vehicles to prevent damage to vehicle finish. On each private vehicle involved, fill out the "Notice of Damage to Vehicle" form, retain the canary copy for City Light records. On the back of the canary copy only, record the general condition of the vehicle prior to cleaning, and after cleaning, including any damage

4. C. (Cont.) - that may have been caused by City Light equipment. The canary copy will be an identification record of private vehicles cleaned for future reference in case of a damage claim being filed. The original (white) copy, Vehicle owner's (pink) copy, City Claims form and return envelope are to be placed in a weatherproof envelope and left on the vehicle in a secure place where it will be seen by the owner when returning to his/her vehicle. City Light vehicles will be cleaned by the crew to whom the vehicle is assigned. All contaminated ground cover is to be removed and disposed of. Replace with like materials as near as possible to restore to original condition. All streets, sidewalks, etc. are to be cleaned with solvent. Take all necessary measures to prevent solvent and PCB from entering into any sewer or drainage system. Notify the appropriate departments if this occurs.

D. Cleanup at Boundary, Skagit and Cedar Falls Facilities

Local crews at Boundary and Skagit will be responsible for the cleanup of all PCB spills in their areas. For procedure, use the guidelines and instructions as detailed under 4A, B, & C. If additional assistance is required, call the appropriate Seattle based crew for help.

Cedar Falls PCB spill will be the responsibility of the Manager of Station Construction & Maintenance in directing the appropriate crew for cleanup.

E. Cleanup Assistance

The Foreman of any crew involved in a PCB spill cleanup may call for assistance of any other City Light crew by contacting the Foreman of that crew.

4. PCB SPILL CLEANUP (Cont.)

F. All materials including solvents used to clean up a PCB spill must be disposed of as containing PCB. Dirt, rocks, wood, etc. contaminated by PCB will be removed and placed in suitable leakproof containers for disposal. Tools used to clean up PCB may be washed with solvents, wiped clean and stored with PCB cleanup supplies for future use. All pumps must be thoroughly flushed with solvent, tagged - "used with PCB" and stored for future use with PCB. It is not recommended that these tools and pumps be used for other work except in emergencies. All containers used for removal of contaminated materials including solvent, rags, etc. used for tool cleaning is to be identified on the outside as containing PCB by affixing both labels, Figures 1 & 2. These containers are then to be sent to the PCB disposal storage site immediately. (See Annex IV of attached Federal Registration, page 7163.)

No PCB contaminated container or bag is to be returned to the Equipment Cleanup Storage for reuse on future PCB or any other liquid spills.

Note: Solvents used may include kerosene, xylene, toluene and other solvents in which PCB's are readily soluble. Precautionary measures should be taken, however, that the solvent flushing procedure is conducted in accordance with applicable safety and health standards as required by Federal or State regulations.

RBE:jh

8/17/78

PCB EQUIPMENT RECORD

489L (7-78)

EQUIPMENT	C.L. No. STOCK No.
STATION ADDRESS	POSITION

PCB - 1 LBS. KILOGRAMS	TOTAL WT. EQUIP. & PCB KG. LBS.	**WAREHOUSE DISPOSAL DATA**
DATE INSTALLED BY	DATE REMOVED - REUSABLE BY	DATE REC'D
REPLACEMENT STOCK STORAGE LOCATION		STORAGE LOCATION
DATE RE-INSTALLED BY	DATE REMOVED - BO BY	**SHIPPED TO FOR DISPOSAL** METHOD OF SHIPPING
SHIPPED TO WAREHOUSE BY FULL SIGNATURE	DATE SHIPPED	SHIPPED BY FULL SIGNATURE / DATE SHIPPED
SEND CARD TO WAREHOUSE		RETURN CARD TO MANAGER, ELECTRIC STATIONS

CTY0069508

SEA315921

ANNEX III

§ 761.42 Storage for disposal.

(a) Any PCB article or PCB container stored for disposal before January 1, 1983, shall be removed from storage and disposed of as required by this Part before January 1, 1984. Any PCB article or PCB container stored for disposal after January 1, 1983, shall be removed from storage and disposed of as required by this Part within one year from the date when it was first placed into storage.

(b) Except as provided in paragraph (c) of this section, after July 1, 1978, owners or operators of any facilities used for the storage of PCB's designated for disposal shall comply with the following requirements:

(1) Such facilities shall have:

(i) An adequate roof and walls to prevent rain water from reaching the stored PCBs.

(ii) An adequate floor which has continuous curbing with a minimum six inch high curb. Such floor and curbing must provide a containment volume equal to at least two times the internal volume of the largest PCB article or PCB container stored therein or 25 percent of the total internal volume of all PCB equipment or containers stored therein, whichever is greater.

(iii) No drain valves, floor drains, expansion joints, sewer lines, or other openings that would permit liquids to flow from the curbed area.

(iv) Floors and curbing constructed of continuous smooth and impervious materials such as Portland cement concrete or steel to prevent or minimize penetration of PCB chemical substances or mixtures.

(v) No storage facility shall be located at a site which is below the 100-year flood water elevation.

(c)(1) Non-leaking PCB articles and equipment may be stored temporarily in an area that does not comply with the requirements of paragraph (b) for up to thirty days from the date of removal from service.

(2) Storage of non-leaking and structurally undamaged PCB large high voltage capacitors on pallets next to a storage facility meeting the requirements of paragraph (b) shall be permitted until January 1, 1983. Such storage will be permitted only when the storage facility meeting the requirements of paragraph (b) has immediately available unfilled storage space equal to 10 percent of the volume of capacitors stored outside the facility. These capacitors shall be checked for leaks weekly.

(3) Any storage area subject to the requirements of paragraph (b) or subparagraph (1) of this section shall be marked as required in Subpart C—section 761.20(a)(6).

(4) No item of movable equipment used for handling PCBs in the storage facilities and which actually comes in contact with PCB chemical substances or PCB mixtures shall be removed from the storage facility area unless it has been decontaminated as specified in annex IV.

(5) All PCB containers and articles in storage shall be checked for leaks at least once every 30 days. All such leaking containers and articles and their contents shall be transferred immediately to properly marked non-leaking containers. Any spilled or leaked materials shall be immediately cleaned up using sorbents or other adequate means, and the cleaned materials and residues shall be disposed of in accordance with Subpart B—section 761.10(b).

(6) Any PCB container used for the storage of liquid PCB chemical substances or liquid PCB mixtures shall comply with the specifications of the Department of Transportation (DOT), 40 CFR 173.346, revised December 31, 1976. For 55 gallon drums, an 18 gauge steel or heavier and 2-bung head shall be used. For 5 gallon drums, 24 gauge steel or heavier shall be used. They must also meet DOT Specification 17E. Any PCB container used for the storage of non-liquid PCB mixtures, PCB articles, or PCB equipment shall meet the requirements of the DOT Specifications 5, 5B, or 17C with a removable head.

(7) PCB articles and PCB containers shall be dated when they are placed in storage under paragraph (b) or subparagraphs (c)(1) or (c)(2). The storage shall be managed so that the PCB articles and PCB containers can be located by the date they entered storage.

(8) Owners or operators of storage facilities shall establish and maintain records as provided in Annex VI.

ANNEX IV

§ 761.43 Decontamination.

(a) Any PCB container to be decontaminated shall be decontaminated by flushing of the internal surfaces of the container three times with a solvent containing less than 0.05 percent PCB chemical substance in which the solubility of PCB's is five percent or more by weight. Each rinse shall use a volume of the normal diluent equal to approximately ten percent of the PCB container's capacity. The solvent may be reused for decontamination until it contains 0.5 percent PCB chemical substance. The solvent shall then be disposed of as a PCB mixture, in accordance with § 761.10(b). Materials used in decontamination procedures will be disposed of in accordance with the provisions of § 761.10(b)(2).

(b) Movable equipment used in storage areas shall be decontaminated by swabbing surfaces that have contacted PCB chemical substances or PCB mixtures with a solvent meeting the criteria of paragraph (a) of this section.

NOTE.—Precautionary measures should be taken that the solvent meets safety and health standards as required by Federal regulations.

ANNEX V

§ 761.44 Marking formats

The following formats shall be used for marking:

(a) Large PCB Mark—M_L—Mark M_L shall be as shown in Figure 1, letters and striping on a white or yellow background and shall be sufficiently durable to equal or exceed the life (including storage for disposal) of the equipment or container. The size of the mark shall be at least 15.25 cm (6 inches) on each side. If the PCB equipment is too small to accommodate this size, the mark may be reduced in size proportionately down to a minimum of 5 cm (2 inches) on each side.

(b) Small PCB Mark—M_S—Mark M_S shall be as shown in Figure 2, letters and striping on a white or yellow background, and shall be sufficiently durable to equal or exceed the life (including storage for disposal) of the equipment or container. The mark shall be a rectangle 2.5 by 5 cm (1 inch by 2 inches). If the PCB equipment is too small to accommodate this size, the mark may be reduced in size proportionately down to a minimum of 1 by 2 cm (.4 by .8 inches).

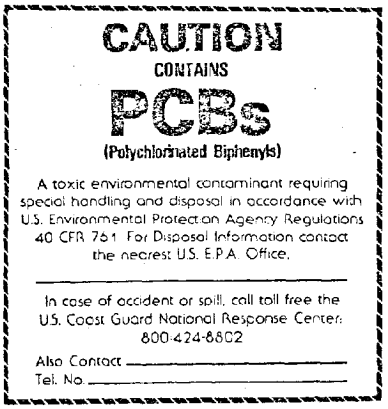


Figure 1

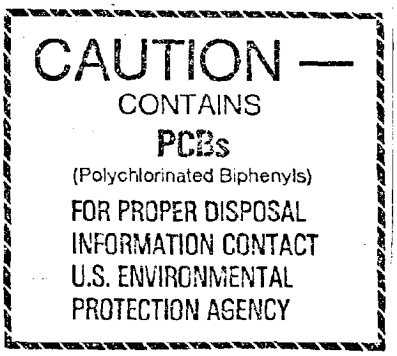


Figure 2

ANNEX VI

§ 761.45 Records and monitoring.

(a) PCB's in service or projected for disposal. Beginning July 2, 1978, each owner or operator of a facility containing at least 45 kilograms (99.4 pounds) of PCB chemical substances or PCB mixtures contained in a PCB container or PCB containers, or one or more PCB transformers, or 50 or more PCB large high or low voltage capacitors shall develop and maintain records on the disposition of PCB's. These records shall form the basis of an annual document prepared for each facility by July 1 covering the previous calendar year. Owners or operators with more than one facility which contains PCB's in the quantities described above may maintain the records and documents at a single location, provided the identity of this location is available at each facility containing PCB's that is normally manned for 8 hours a day. The records and documents shall be maintained for at least five years after the facility ceases containing PCBs in the prescribed quantities. The following information for each facility shall be included in the annual document:

(1) The dates when PCB's are removed from service, are placed into storage for disposal, and are placed into transport for disposal. The quantities of such PCB's shall be indicated using the following breakdown:

(i) Total weight in kilograms of any PCB chemical substances or PCB mixtures in PCB containers, including the identification of container contents, such as liquids, and capacitors.

(ii) Total number of PCB transformers and total weight in kilograms of any PCB chemical substances and PCB mixtures contained in the transformers.

(iii) Total number of PCB large high or low voltage capacitors.

(2) For PCB's removed from service, the location of the initial disposal or storage facility and the name of the owner or operator of the facility.

(3) Total quantities of PCB's remaining in service at the end of the calendar year using the following breakdown:

(i) Total weight in kilograms of any PCB chemical substances and PCB mixtures in PCB containers, including the identification of container contents such as liquids and capacitors.

(ii) Total number of PCB transformers and total weight in kilograms of any PCB chemical substances and PCB mixtures contained in the transformers;

(iii) Total number of PCB large high or low voltage capacitors.

(b) *Disposal and storage facilities.* Beginning July 1, 1979, each owner or operator of a facility used for the storage or disposal of PCB's shall by July 1 of each year prepare and maintain a document which specifies the manner in which PCB's were handled at the facility during the previous calendar year. Such document shall be retained at each facility for at least 5 years after the facility is no longer used for the storage or disposal of PCB's, except that in the case of chemical waste landfills such documents shall be maintained at least 20 years after the chemical waste landfill is no longer used for the disposal of PCB's. Such documents shall be available at the facility for inspection by authorized representatives of the Environmental Protection Agency. If the facility ceases to be used for PCB storage or disposal, the owner or operator of such facility shall promptly notify the Agency Regional Administrator of the region in which the facility is located that the facility has ceased storage or disposal operations and shall specify where the documents required to be maintained by this paragraph shall be located. The following information shall be included in each document:

(1) The date when any PCB's are received by the facility during the previous calendar year for storage or disposal, and the identification of the person and facility from whom such PCB's were received.

(2) The date when any PCB's are disposed of at the disposal facility or transferred to another disposal or storage facility, including the identification of the specific types of PCB chemical substances, PCB mixtures, or PCB articles in containers; PCB transformers; and PCB equipment or PCB articles not in containers which were stored or disposed of.

(3) Total weight in kilograms of any PCB containers and the total weight in kilograms of any PCB chemical substances or PCB mixtures contained in any PCB transformers, received during the calendar year, transferred to other storage or disposal facilities during the calendar year, and remaining on the disposal or storage facility site at the end of the calendar year, respectively, including, where applicable, the identification of PCB container contents such as liquids, capacitors, etc. When PCB containers or PCB chemical substances or PCB mixtures contained in a transformer are transferred to other storage or disposal facilities, the identification of the facility to which such PCB's were transferred shall be included.

(4) Total number of any PCB articles or PCB equipment, not in PCB containers, received during the calendar year, transferred to other storage or disposal facilities during the calendar year, and remaining on the facility site at the end of the calendar year, respectively, including the identification of the specific types of PCB articles and PCB equipment received, transferred, or remaining on the facility site. When PCB articles and PCB equipment are transferred to other storage or disposal facilities, the identification of the facility to which such PCB articles and PCB equipment were transferred must be included.

NOTE.—Any requirements for weights in kilograms of PCBs may be calculated values if the internal volume of containers and transformers is known and included in the reports, together with any assumptions on the density of the PCB chemical substances or PCB mixtures contained in the containers or transformers.

Notice of Damage to Vehicle

To: Owner Vehicle License No. _____

From: Seattle City Light Foreman _____ Crew No. _____

Subject: Vehicle Cleanup and Claim Filing

Your vehicle that was on _____ about _____ AM/PM
street

on _____ was sprayed with insulating oil when our elec-
date

trical equipment located in this area shorted out.

A City Light employee has removed the oil from your vehicle using a soft rag and kerosene. However, to prevent possible damage to the vehicle's finish, we recommend you have your vehicle washed by a professional "Car Wash" establishment as soon as possible. Obtain a dated receipt from the Car Wash operator. Send the receipt with this notice and a properly filled out claims form to the City Claims Department for payment. An addressed, stamped envelope is attached for your convenience.

Please fill in your name and mail address below.

Name Phone No.

Address

City/State Zip

Make and year of vehicle.

The City Claims Department is located in the Municipal Building at 5th Avenue and James St., phone 625-2431.

Send this copy to the City Claims Department with the attached claims form properly filled out.

Notice of Damage to Vehicle

To: Owner Vehicle License No. _____

From: Seattle City Light Foreman _____ Crew No. _____

Subject: Vehicle Cleanup and Claim Filing

Vehicle Identification: Make _____ Color _____

Type/Model _____

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street

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date

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Please fill in your name and mail address below.

Name Phone No.

Address

City/State Zip

Make and year of vehicle.

The City Claims Department is located in the Municipal Building at 5th Avenue and James St., phone 625-2431.

Distribution:

White: Vehicle owner - claim filing
Canary: Foreman's copy
Pink: Vehicle owner copy

Notice of Damage to Vehicle

To: Owner Vehicle License No. _____

From: Seattle City Light Foreman _____ Crew No. _____

Subject: Vehicle Cleanup and Claim Filing

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Name Phone No.

Address

City/State Zip

Make and year of vehicle.

The City Claims Department is located in the Municipal Building at 5th Avenue and James St., phone 625-2431.

Retain this copy for your file.

1015 3rd Avenue
Seattle, Washington 98104

BULK RATE
U.S. POSTAGE
PAID
SEATTLE, WA.
PERMIT NO. 3105

City of Seattle
City Clerk
101 Municipal Building
Seattle, Washington 98104

CLAIM FOR DAMAGES

NOTICE

For Statutory and Charter provisions governing claims against the City of Seattle see other side.
(See Other Side)

TO THE CITY COUNCIL OF THE CITY OF SEATTLE:

PLEASE TAKE NOTICE, THAT.....

WHO NOW RESIDES AT.....
(State present actual residence by street, number, and city)

AND WHO FOR SIX MONTHS PRIOR TO DATE OF ACCIDENT HAS RESIDED AT.....

.....
(Give residence by street, number, and city)

.....

CLAIMS DAMAGES OF AND FROM THE CITY OF SEATTLE IN THE SUM OF $.....
arising out of the following circumstances:

Describe Claim, giving DATE and TIME injury or damage occurred. PLACE and full particulars—Accurately locating and describing defects causing injury or damage and all acts of negligence claimed.

Accurately describe injuries or damage.

State items of damage claimed. Itemize all expenses and losses.

(Claim must be sworn to by claimant).....
(Signature of Claimant)

Subscribed and Sworn to before me this.....day of....., 19.....

(SEAL) .....
NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

Residing at.....
(Place of Residence)

File this claim with CITY CLERK, 101 Seattle Municipal Building
Seattle, Washington 98104

CSS 19.10

CTY0069515

SEA315928

INFORMATION FOR FILING DAMAGE CLAIMS

(Claims must be filed with CITY CLERK)

STATE LAW

Section 11, Ch. 164, Laws of Washington, 1967 (RCW 35.31.010):

"Whenever a claim for damages sounding in tort against any city permitted by law to have a charter is presented to and filed with the city clerk or other proper officer of the city, in compliance with valid charter provisions thereof, not inconsistent with the provisions of Chapter 35.31 RCW, such claim must contain in addition to the valid requirements of the city charter relating thereto, a statement of the actual residence of the claimant, by street and number, at the date of presenting and filing such claim; and also a statement of the actual residence of the claimant for six months immediately prior to the time the claim for damages accrued."

(Effective June 8, 1967)

CITY CHARTER

Section 24, Article IV.

Section 24. CLAIMS FOR DAMAGES. All claims for damages against the city must be presented to the city council and filed with the clerk. All claims for damages must accurately locate and describe the defect that caused the injury, accurately describe the injury, give the residence for six months last past of the claimant, contain the items of damages claimed, and be sworn to by the claimant. No action shall be maintained against the city for any claim for damages until the same has been presented to the city council and sixty days have elapsed after such presentation.

FOR YOUR CONVENIENCE, ON THE REVERSE SIDE OF THIS SHEET IS OUTLINE OF FORM FOR A CLAIM.

(OVER)